

# SAFETY STATEMENT

## ABC Company

Address Line 1  
Address Line 2

**Note:** This Safety Statement must be read and used in conjunction with the Code of Practice on Roofing. ABC Company will at all times adhere to the Code of Practice and use the Safety Statement as the supporting document for policies, risk assessments and method statements.

### Disclaimer.

This Statement has been prepared with the assistance of [www.safety-statements.ie](http://www.safety-statements.ie) no liability may attach to [www.safety-statements.ie](http://www.safety-statements.ie) arising out of any element of the contents of this statement. It is accepted that Manager 1 is responsible for ensuring the contents adequately reflect the activities of the business.

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### 1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients are fully aware of ABC Company' commitment to high standards in H&S.

### 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and at any Client sites. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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### 1.3 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is this Company's intention that its work will be carried out in accordance with:

- ✓ The relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005
- ✓ The Safety, Health & Welfare at Work General Application Regulations 2007 (and all other regulations made under the 2005 Act that may be relevant to ABC Company)
- ✓ The Construction Regulations 2013

Where we are engaged on Domestic Works and we are not aware of a Project Supervisor being appointed, we will advise the Client under Regulation 6 of the 2013 Construction Regulations, of their duty to do so and will follow the directions of whoever is appointed as the Project supervisor.

All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

ABC Company has appointed Manager 1 as having responsibility for managing Health, Safety & Welfare, on a day-to-day basis. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 1 will be supported by others as necessary to ensure that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

**Signed:** \_\_\_\_\_  
Manager 1,

**Date:** \_\_\_\_\_

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## 1.4 Revision to the Safety Statement

The table below is a record of all revisions made to the safety Statement

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| Revision number | Date     | Document owner | Approved by | Page number |
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## **STRUCTURE FOR HEALTH AND SAFETY**

### **PART 2**

#### **2.1 Manager 1 (Assisted by the others as required)**

- ❑ Manager 1 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 1 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 1 is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

## **ARRANGEMENTS FOR SAFE WORKING**

### **PART 3**

#### **3.1 RESOURCES**

ABC Company recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

ABC Company undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the company.
- To include health and safety considerations into all annual estimates for the running of the company.
- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities
- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.

### **3.2 SITE SAFETY INDUCTION**

This procedure relates to any induction training that Manager 1 or an employee of ABC Company must undergo when working at a client premises.

Apart from explaining to the new employee what he/she will be required to do and to whom he/she will be directly responsible the following points require highlighting:

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise new employee of any potentially dangerous areas in the work place.
3. Warn new employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
4. The training and instruction required for each individual must be considered. The Foreman will arrange for specific training to be given to an employee.
5. Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new employee the fire and evacuation procedure and assembly points.
7. Instruct the staff member in relation to any job specific risk assessments.



### **3.3 TRAINING**

#### **HAZARDS**

Inadequately trained staff are a hazard to themselves and their co-employees. ABC Company shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of ABC Company that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

Training will include safety induction and safety awareness, manual handling training and First Aid training.

ABC Company will keep training records to include:

1. Name of the employee being trained.
2. Date of training.
3. Training details.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

### **3.4 SAFETY CONSULTATION**

The Health and safety as Work Act and the Management Regulations place a general obligation on ABC Company as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

To facilitate consultation on issues relating to the individuals safety at work, the company operates a Suggestion or Query form.

A folder of blank forms is held by Manager 1. Staff members complete a form as needed. The forms are reviewed on a weekly basis by Manager 1.

Manager 1 will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns with Manager 1.

**PREVIEW**

### **3.5 SAFETY REPRESENTATION**

In agreement with the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with ABC Company.

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the HSA Inspector or Local Authority Inspector.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the HSA.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a HSA. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

### 3.6 FIRST AID

#### CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's Statement that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- ☐ **General admin office**
- ☐ **Company Vehicles**
- ☐ The First Aid Boxes is inspected on a weekly basis by Manager 1. This check and replenishment is recorded and kept on file.
- ☐ When employees are visiting at a 3<sup>rd</sup> party premises, they shall seek the advice and assistance of the Client First Aider if necessary.
- ☐ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

#### Names of First Aiders

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

|  |                         |
|--|-------------------------|
|  | <b>ABC Company</b>      |
|  | <b>Safety Statement</b> |

The following contents are required in a first aid box:

- ❑ Card giving general first aid guidance.
- ❑ Individually wrapped sterile adhesive dressings.
- ❑ Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- ❑ Triangular bandages (sterile).
- ❑ Safety pins.
- ❑ Blue Plasters
- ❑ A selection of Unmedicated wound dressings which should include:
  - ❑ Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
  - ❑ Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
  - ❑ Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- ❑ It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

#### **PROCEDURE & RECORD KEEPING**

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.

### **3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES**

All accidents and dangerous occurrences must be reported.

#### ***Accident report Form***

- ❑ The accident report form must be completed for all accidents. Copies of this form are available from Manager 1.

#### ***Health & Safety Authority (HSA)***

- ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by ABC Company. This will be done via the Accident Report section of <http://www.hsa.ie>  
The link above will guide you to further information if needed.

- ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

#### **CONTROL MEASURES**

- ❑ ***All Accidents, near misses and Dangerous Occurrences***
- ❑ Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

### **3.8 WELFARE FACILITIES**

Management shall ensure that adequate welfare facilities are provided on the premises for all personnel.

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc.

**PREVIEW**

### **3.9 PERSONAL PROTECTIVE EQUIPMENT**

ABC Company shall ensure that all employees use Personal Protective Equipment where required.

#### **HAZARDS**

- Physical Exposures
- Chemical Exposures
- Machine exposures

#### **CONTROL MEASURES**

All safety equipment purchased by the Company will be to approved standards.

ABC Company will ensure that adequate supplies of all the necessary protective clothing and equipment is available for issue as required and that when issued to employees, a signature is obtained for the equipment.

Management will inform any person in the workplace observed carrying out any procedures which require the use of protective clothing or equipment of both statutory and Company Statement requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used. This applies not only to all employees (including management) but also to contractors.

All PPE is signed for upon issue and replacement PPE may not be issued unless the damaged item has been returned for inspection.

### **3.10 PERMIT TO WORK SYSTEM**

#### **CONTROL MEASURES**

In general our employees can be subject to Permit to Work when installing aerials or equipment at customer premises. On those occasions our employees will follow the client's permits and safety rules as necessary.



### **3.11 SMOKING STATEMENT**

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that all of our work areas are smoke free. The Organisation recognises that all employees have a right to work in a smoke free environment. All staff have a legal obligation to comply with the legislation. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises of ABC Company.

#### **Implementation**

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

The person in charge for the Client site is Client H&S Manager. He/She shall inform all existing employees, trainees, consultants and contractors of the policy and their role in its implementation. All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

#### **Infringements**

Infringements of the No Smoking policy will be dealt with, in the first instance, under employee disciplinary procedures. Employees, trainees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

#### **Smoking cessation**

Information on how to obtain help quitting smoking is available from the National Smokers Quitline on callsave 1850 201203 or the Health Promotion Department of local Health Boards.

### **3.14 DRUGS AND ALCOHOL POLICY STATEMENT**

ABC Company recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves, the Company and others at significant risk.

All Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties whilst on company business, or when they are in Company premises/ work areas in such a manner that will not affect their safety or the safety of others by acts or omissions.

If the Company has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to dismissal of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst you are on company property, company owned vehicles or other off site locations, will lead to disciplinary action being taken.

**PREVIEW**

### **3.13 BULLYING AT WORK POLICY**

ABC Company recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the Statement of maintaining good employer practice, ABC Company wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self. Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to either Manager 1, Manager 1 or the Safety Representative.

Manager 1 gives the undertaking to investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

All employees are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

### **3.14 YOUNG PERSONS AND INEXPERIENCED WORKER STATEMENT**

ABC Company does not employ inexperienced workers. ABC Company do not offer permanent work to any persons under the age of 18.

Occasionally ABC Company will assist in the "training-up" or induction of other installers on behalf of 3<sup>rd</sup> parties. This activity will follow the guidelines of the relevant 3<sup>rd</sup> party and all risk assessments within this statement will be applicable.

New employees who are experienced in their profession receive in-house induction training and spend an agreed period of time working with experienced staff.

Where ABC Company choose to offer work experience placements to school children the Health and Safety requirements of the relevant school shall be followed. While on the premises these schoolchildren will be supervised at all times and shall not be asked to undertake any tasks for which they do not have suitable knowledge, skills and experience.

**DRAFT**

## **HAZARD IDENTIFICATION AND CONTROL MEASURES**

### **PART 4**

#### **4.1 HAZARD INSPECTIONS**

The management of the Company recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

#### **HAZARD IDENTIFICATION AND RISK ASSESSMENT**

- ❑ The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- ❑ "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work."
- ❑ "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."
- ❑ Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

# ABC Company

## Safety Statement

The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

31-36 = High Risk, stop the activity and implement immediate controls.

Over 36 = Very high Risk, stop the activity and implement immediate controls.

### Risk Calculation Matrix

| How serious will the injury be | How likely is an injury |   |   |   |   |   |   |
|--------------------------------|-------------------------|---|---|---|---|---|---|
|                                | 1                       | 2 | 3 | 4 | 5 | 6 | 7 |
| 1                              |                         |   |   |   |   |   |   |
| 2                              |                         |   |   |   |   |   |   |
| 3                              |                         |   |   |   |   |   |   |
| 4                              |                         |   |   |   |   |   |   |
| 5                              |                         |   |   |   |   |   |   |
| 6                              |                         |   |   |   |   |   |   |

### Notes:

Hazards = Things that can cause and injury.

Risk = The likelihood of an injury happening.

- ❑ Risk Control measures are intended to reduce the risk to an acceptable level.
- ❑ Where practicable the Company commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

## 4.2 FIRE

### FIRE HAZARDS

Fire and Emergency plan for the Client premises will be followed by the ABC Company Contractors' Employees. However, in general, the fire safety arrangements for ABC Company are set out below.

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate by management to:

- (a) Guard against an outbreak of fire
- (b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

### The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) Taking part in client fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.

- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

#### **4.2.1 FIRE FIGHTING EQUIPMENT**

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires
2. Protect means of escape in case of fire
3. Protect Contractors' Employees and visitors
4. Protect property.

#### **Portable Fire Extinguishers**

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover as per the advice of our Fire Protection Company.

#### **Action in the event of fire**

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Use the break glass fire alarm.
5. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
6. Contractors' Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.



7. Make sure that the building is cleared of Contractors' Employees and visitors. Close doors. See that no unauthorised person enters the building.

#### **4.2.2 MEANS OF ESCAPE IN CASE OF FIRE**

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit routes and doors must never be obstructed.

#### **4.2.3 FIRE DRILL**

Staff will partake in Client fire drills as necessary.

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### 4.3 ACCESS AND EGRESS

#### HAZARDS

ABC Company will adhere to all rules regarding access and egress on the Client site. However, set out below are the general arrangements for the company. In domestic premises, Manager 1 or an employee of ABC Company will make every effort to ensure safe access and egress to and from the premises without interfering with the residents of the home.

Inadequate access and egress facilities can result in:

- Restriction of an orderly evacuation of the premises
- Trips and falls
- Obstruction of emergency exits

#### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

#### CONTROL MEASURES

All doors and access points shall be kept clear and maintained.

All passageways shall be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

It is vital that all fire escape routes are not obstructed at any time.

## 4.4 HOUSEKEEPING

### HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open
- Slips:- On a greasy floors, slippery material strewn around
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials
- Objects falling on people:- Improper stacking of materials
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.

Contractors' Employees must maintain the workplace in a tidy condition at all times.

Supervisors will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

Contractors' Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

## 4.5 MANUAL HANDLING

### HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

Where loads have to be manually handled, safe access shall be assured.

## **Precautions**

### **1. Manual Lifting Procedure**

#### **1. The Lift**

The key factors in safe lifting are:

- a) balance
- b) position of back
- c) positioning of the arms and body
- d) the hold

#### **a) Balance**

Since balance depends essentially upon the position of the feet, they should be apart about hip breadth with one foot advanced, giving full balance sideways and forward without tension.

In taking up this position, lifting is done by bending at the knees instead of the hips and the muscles that are brought into use are those of the thigh and not the back.

#### **b) Position of the Back**

Straight - not necessarily vertical

The spine must be kept rigid and straight, but not necessarily vertical. The spine can be kept straight if it is within 15 to 20 degrees from the vertical. This, coupled with a bent knee position, allows the centre line of gravity of the body to be over the weight, so reducing strain.

#### **c) Position of the Arms and Body**

The further the arms are away from the side, the greater the strain on the shoulders, chest and back.

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The elbow must at all times be close to the body, arms should be straight when carrying a load. One hand should be in advance of the other, whichever foot is placed forward, the same hand is extended, the other hand is kept close to the body. This position ensures that the elbows are into the sides. This coupled with the correct foot position ensures a safe and easy fit.

d) Arms close to the Body

The further the weight is away from the centre line of gravity of the lifter, the greater the strain. At all times get close to the weight and try to make it part of you.

e) The Hold

When grasping a weight, one often hears the phrase "get a good hold". A good hold means a grasp with the roots of the fingers, not just the tips, plus contact of the weight with the palm of the hand.

Never forget that size and build has no bearing upon the amount any one individual can lift. Everyone should know their own capabilities and should never attempt to exceed them. If in doubt get help, it is far better to be safe than sorry.

Besides these key factors, there are other important points to remember.

2. Centre Line of Gravity

It is essential that the weight of object and the centre line of gravity of the lifter should be as close as possible to one another. This reduces strain, discomfort and the likelihood of loss of balance during the course of the lift.

3. Testing the Weight

When in the initial position for the lift, the lifter should test the weight of the object to make sure it is within his capability and not too heavy for one man to lift. Many accidents happen when a person raises an object a few inches off the floor, realises it is too heavy and lets go.

4. The shape of the weight

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Note the shape of the object. It should be turned, if possible, so that the shortest measurement of rectangle is nearer to the centre line of gravity.

5. Movement.

The movement should be controlled and smooth. The weight should be kept close to the body.

Rhythm plays an important part in reducing tension and creating relation.

Before moving any loads, the job should be sized up and possible hazards moved or rectified.

An inspection of the load itself must be made to ensure that it can be moved without danger to the lifter or others.

The following check list can be usefully applied to all lifting jobs:

- if the load is heavy or too large for one person to handle, help should be obtained from a work-mate of similar physique
- jerking a load will add a little extra force, but it will also cause severe strain to the arm, back and shoulder
- even if a load is light in weight, it is dangerous to carry if it is large enough to obscure vision
- loads should not be pushed onto stacks above chest level. If a stack is this high, stand on a sturdy platform
- if the load to be lifted exceeds half the weight of the person lifting it, it is more than likely that the individual will lose his/her balance.

**Note:** if in doubt when lifting **GET HELP.**

**TRAINING**

Any employee whose job involves any manual handling shall be trained to allow him/her to carry this out safely. The extent of the training will depend on the type of lifting in which they are involved.

## 4.6 ELECTRICITY

ABC Company does not engage in general electrical work. Set out below are the general controls for the company.

### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

To ensure that all electrical equipment used by the company is in safe condition.

### CONTROL MEASURES

Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

### WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.



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- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

#### **4.8 OFFICES**

##### **HAZARDS**

- While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

##### **RISK ASSESSMENT:**

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

##### **CONTROL MEASURES**

- This section is not applicable as ABC Company will not be maintaining an office on the Client site.

#### **4.9 VISUAL DISPLAY UNITS (VDU'S)**

##### **HAZARDS**

The main problems that may be associated with VDU's are as follows:

- This section is not applicable as ABC Company will not be maintaining an office on the Client site.

## 4.10 HAZARDOUS SUBSTANCES

### HAZARDS

Health hazards from substances can be divided into the following categories:

- ☐ External contact - corrosive, skin absorption, dermatitis.
- ☐ Inhalation - gases, fumes, vapours.
- ☐ Ingestion - swallowing.

### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

**These are general points of information only. The various Contractors on the premises ABC Company visit will address hazardous materials as part of their method statements and risk assessments. Manager 1 shall use the supplied documents as a reference for working in any area where substances are present.**

### CONTROL MEASURES

- ☐ All substances are listed in a safety file.
- ☐ All substances have an up to date Material Safety Data Sheet (MSDS) on file.
- ☐ The control measures listed in the MSDS are followed.
- ☐ A written assessment, control measures and other information are on site.
- ☐ All substances are stored in an appropriate unit that is fire retardant and can contain spillages.
- ☐ Procedures planned to handle or use any hazardous substance or process are carried out fully.
- ☐ Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
- ☐ Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises.
- ☐ All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

#### **4.11 General Site work**

Note: **All Site work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job. Manager 1 will supply the client with a method statement when necessary. Set out below are some general control measures.**

##### **HAZARDS**

- Multi hazard

##### **RISK ASSESSMENT: As per individual assessments/methods**

To ensure that the activities of the installers does not create a hazard.

##### **CONTROL MEASURES**

- ❑ All employees will be fully qualified in their areas of expertise.
- ❑ Copies of the qualifications will be kept on file.
- ❑ All Employees will hold skills cards as appropriate.
- ❑ Areas of exclusion will be set up to ensure no accidents may happen to third parties when necessary.
- ❑ All portable tools shall be battery operated or 110V only.
- ❑ Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- ❑ Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place.
- ❑ Work areas and machinery will be kept clean and tidy at all times.
- ❑ Work areas will be subject to the H&S inspections.
- ❑ Personal Protective Equipment comprised of Gloves, Knee Pads, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.

## 4.12 Driving for work

### Risk Assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### Hazards

- Personal Injury from inadequate maintenance / Checks on Company Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles

### DESCRIPTION

Five main hazards are addressed under the risk assessment: Road Traffic Accident, Manual Handling, Wheel Change, Mobile Phones and Vehicle Maintenance.

### HAZARDS

#### 1. Road Traffic Accident – Injury due to collision

##### CONTROL MEASURES

- Only suitably qualified and insured employees may operate company vehicles.
- They must always be driven within the rules of the road and the law.
- They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.
- No hitchhikers may be picked up at any time.
- Any breach of Road Traffic Acts will be treated with the utmost severity.

#### 2. Manual Handling – Injury due to lifting and carrying.

### RISK ASSESMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

- Good manual handling practice must be exercised in loading and unloading of the vehicle.
- Be very aware of your own capabilities

# ABC Company

## Safety Statement

- Be very careful of trap points on doors.
- Ask for help whenever practical and needed.
- Ensure all equipment is safely stowed in the vehicle so that it will not slide or shift forward in the event of an emergency stop

### 3. Wheel Change – Cuts, Bruises, MH injury, traffic passing by.

#### RISK ASSESMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

#### CONTROL MEASURES

- Vehicle is issued with full wheel changing kits.
- The jack, screwdriver, spare wheel and tyre iron are usual vehicle equipment. The reflective jacket, torch and red triangle are supplied by the company.
- All of this equipment is to be properly maintained by the vehicle drivers.
- If a puncture occurs and a wheel change is needed do the following:
  - Turn on hazard lights
  - Pull in to the left-hand side of the road when safe to do so
  - Get out of the vehicle and go to the boot
  - Place the red triangle approx. 30 feet from the vehicle
  - It is imperative that the yellow jacket is worn even in broad daylight
  - If the puncture is on the left hand side of the vehicle proceed to change the tyre taking great care with regard to manual handling
  - If the puncture is on the right hand side of the vehicle try to angle the car slightly to give protection from oncoming traffic
  - When the wheel has been changed replace all equipment back in the vehicle in their original storage places
- Have the puncture repaired as soon as possible, especially if the spare is a temporary wheel

# ABC Company Safety Statement

## 4. Mobile phones – road traffic accident

### RISK ASSESMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

- At no time is it permitted to drive the vehicle while holding a mobile phone or receiving / sending text messages
- Training / instruction must be given to staff on the dangers of using a mobile phone while operating a vehicle

## 5. Vehicle Maintenance – RTA due to poor maintenance

### RISK ASSESMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

- Maintenance / service carried out as per recommendations.
- A bi-monthly Health & Safety Vehicle Review will be made on the vehicle and a record kept in the Health & Safety folder
- Staff will occasionally be requested to carry out an assessment on the vehicle.

Vehicle to include the following:

- Current Vehicle Service Record
- Fire Extinguisher
- Torch
- Reflective Jacket
- Bin for litter
- Warning Triangle
- Emergency Breakdown/Accident phone number
- First Aid Kit Accident number

#### **4.13 Ladders (Generally only applies for step ladders for short access periods)**

##### **Hazards**

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

- Items falling from ladders
- Working from ladders
- Throwing waste material from ladders
- Overreaching
- Overbalancing
- Ladders Falling
- Falls from Ladders
- Electrocution (overhead cables)
- Defective Ladders

##### **Person at risk:**

Employees / Sub-Contractors / Visitors / Others

##### **RISK ASSESSMENT:**

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

##### **CONTROL MEASURES**

- Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface.
- Climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- If working near overhead cables, do not use metal ladders.
- Only one person at a time on a ladder
- Class 1 heavy duty ladders to be used on construction sites.
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder
- Extension ladders > 6m long, overlap of 4 rungs required

#### 4.14 Angry or awkward clients

##### HAZARDS

- ❑ Physical Abuse
- ❑ Verbal Abuse

##### Risks Identified

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

Difficult customers and others such as members of the general public can expose staff to a risk of violence.

By its nature being Self Employed is a lone activity. At all times another person at base location will be aware of the general working time for the day and when the assessor is expected back.

Staff are given the following guidelines in dealing with potential robbery and aggression/violence situations:

- Always keep aware of clients or other individuals who may become violent or threatening
- Never argue or otherwise engage with someone who shows signs of violence
- If someone becomes aggressive or violent, obtain assistance. Never attempt to get involved directly or to restrain the person.
- If attacked, withdraw from the confrontation if possible.
- If and when it is safe to do so, raise the alarm.

##### Robbery/ Attempted Robbery

Robbery of cash and other valuable items can expose staff to a risk of violence. The following steps are taken to minimise this risk.

- Minimising the quantities of cash and other valuable items held;
- Staff are given the following guidelines in dealing with potential robbery situations
  - If a robbery is attempted, even by someone who appears to be unarmed:
  - Do not offer any resistance, do not provoke the attacker
  - Give the attacker whatever they demand
  - If and when it is safe to do so, raise the alarm.



## **4.15 Cash Handling**

### **HAZARDS**

- Robbery
- Physical Injury

### **Risks Identified**

| <b>Likelihood</b> | <b>Severity</b> | <b>Risk Value</b> |
|-------------------|-----------------|-------------------|
| <b>Score =</b>    | <b>Score =</b>  | <b>Result =</b>   |

### **CONTROL MEASURES**

#### **Cash Movement Controls**

- Avoid letting large amounts of cash accumulate on the premises or in a vehicle.
- Perform cash drops regularly depositing cash in a safe. Use a night safe if receiving cash on evening call outs.

#### **Cash Movement to and from the Bank**

- Avoid, as far as possible, set patterns when making lodgements.
- Trips to the bank, where possible, should be made by car.
- Precautions should begin with varying, as much as possible, the times and routes of such journeys.
- Persons conveying cash should exercise vigilance and anything suspicious should be noted and communicated to the Gardai.

#### **Action to be taken in the Case of an Armed Robbery or Personal Attack**

- Keep calm – do not panic.
- Obey – do only what you are asked to do, nothing more and nothing less.
- Observe. Concentrate on:
  - Male/Female
  - Age
  - Height
  - Build
  - Hair colour
  - Colour of eyes
  - Mode of dress
  - Right or left handed
  - Distinguishing features
  - Words used and accent
  - Number of attackers
  - Note where criminals may have placed their hands and feet

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- Identify vehicular transport used (registration, colour, make of car)
- Preserve the scene intact. Do not interfere with places where fingerprints or footprints may be found.
- Hold witnesses at the scene until the Gardai arrive; otherwise take details (name, address, phone number) for contact later.

**Notes:**

Stay out of danger. Never jeopardise your own personal security or the security of others.

**Post Crime Action – Armed Raids and Personal Attacks**

- Contact the Gardai.
- Preserve the scene intact. Do not allow interference with places where fingerprints or footprints may be found.
- Hold witnesses at the scene until the Gardai arrive, otherwise take details (name, address, telephone number) for contact later.
- Identify if anyone has been injured. If so, note the type of injury. Call an ambulance if required.
- Put in place any measures to prevent further injury.
- Complete an incident/accident report form including:
  - i. Precise details of what happened.
  - ii. Who was there (witnesses), include names, addresses and phone numbers of non staff members.
  - iii. Detailed descriptions of the criminal(s).

#### **4.16 General Points on Roofwork**

Note: All roof work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job. This will include a full assessment with regard to the Code of Practice on Roofwork as published by the HSA. Key elements are summarised below.

##### **HAZARDS**

Multi hazard – to be quantified and assessed for every job individually.

##### **CONTROL MEASURESS**

As per the Code of Practice on Roofwork, Risk assessments and safety method statements will be used to identify working positions, access routes (both to the roof and along the roof for normal and emergency access) and show:

- How falls are to be prevented.
- How danger from falling materials to those at work below and to the public is to be controlled.
- How risks to health will be controlled.
- How other risks, identified at planning and survey stages, are to be controlled, for example handling hot bitumen.
- What equipment will be needed.
- What skill, knowledge, relevant experience and training is needed.
- Who will supervise the job 'on site'.
- How other occupational hazards, such as lone working, will be controlled.
- How changes in the work will be dealt with without prejudicing safe working.
- Who will check that the system is effectively controlling risk.

#### 4.17 Scaffold

##### Risks Identified: High

- Collapse of scaffold leading to personal injury
- Falls from heights
- Personal injury from falling materials

##### Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

|            |           |                  |
|------------|-----------|------------------|
| Likelihood | Severity  | Risk Value       |
| Score = 1  | Score = 3 | Result = 3 (Low) |

##### CONTROL MEASURES

- Scaffold will be erected to a design as agreed with the Client.
- A method statement will be drawn up in advance to identify and control all the key areas of Hazard and Risk.
- Scaffold must be erected / altered / dismantled by a competent trained person.
- This person must hold a valid up to date CSCS ticket.
- Adequate signage or a Scaffold tag system must be in place, informing people of the condition of the scaffold e.g. 'Safe to use' OR 'Scaffold incomplete do not use'.
- Scaffold must be inspected every 7 days and the statutory form must be filled out after each inspection and kept in the Safety File.
- Scaffold must also be inspected after any adverse weather conditions and the statutory form must be filled out and kept in the Safety File.
- It is a criminal offence for anyone who does not hold a CSCS scaffold ticket to alter / dismantle / erect scaffold.
- If scaffold is sub contracted out then the company erecting the scaffold must supply the statutory form once completed to the required standards and inspected on a weekly basis.

##### NOTE:

**Set out on the following pages are specific control measures and guidance for different types of scaffold. This information has been compiled with the assistance of publications from the HSA, the HSE and scaffolding suppliers.**

#### **4.17.1 Tower Scaffolds**

Before deciding to use a tower scaffold a competent person must ensure that it is the right piece of equipment for the job.

Towers should be erected following a safe method of work. There are two approved methods recommended by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA), which have been developed in co-operation with the Health and Safety Executive.

The first method, an advance guard rail system, makes use of specially designed temporary guard rail units, which are locked in place from the level below and moved up to the platform level. The temporary guard rail units provide collective fall prevention and are in place before the operator accesses the platform to fit the permanent guard rails. The progressive erection of guard rails from a protected area at a lower level ensures the operator is never exposed to the risk of falling from an unguarded platform.

The second method of erection is the 'through-the-trap' (3T). This allows the person erecting the tower to position themselves at minimum risk during the installation of guard rails to the next level. It involves the operator taking up a working position in the trap door of the platform, from where they can add or remove the components which act as the guard rails on the level above the platform. It is designed to ensure that the operator does not stand on an unguarded platform, but installs the components to a particular level while positioned within the trap door of that same level.

#### **Stability**

Make sure the tower is resting on firm, level ground with the locked castors or base plates properly supported. Never use bricks or building blocks to take the weight of any part of the tower.

Always check the safe working height by referring to the instruction manual. Towers should never be erected to heights above those recommended by the manufacturer.

Always install stabilisers or outriggers when advised to do so in the instruction manual.

Remember, the stability of any tower is easily affected. Unless the tower has been specifically designed for such use, activities such as those listed below should never be carried out:

- sheeting or exposure to strong winds;
- loading with heavy equipment; and
- using the tower to hoist materials or support rubbish chutes.

### **Protecting the public**

When towers are used in public places, extra precautions are required:

- erect barriers at ground level to prevent people from walking into the tower or work area;
- minimise the storage of materials and equipment on the working platform;
- remove or board over access ladders to prevent unauthorised access if it is to remain in position unattended.

### **Dismantling a tower**

To dismantle a tower using the advance guard rail method, the operator starts from the top and reinstates the advance guard rail unit before removing the permanent guard rails and toe boards and descending to the lower level. The advance guard rail units are then relocated to the level below and the process is repeated, with collective fall prevention measures being maintained throughout. To dismantle a tower using the 3T method, after removing the toe boards, the operator disengages the guard rail hooks furthest from the trap. Guard rail components are then removed with the operator positioned through the trap before descending to the lower level, from where the upper platform and end frames are removed.

### **4.17.2 Scaffold Fall Protection**

All our scaffold are erected with hand rails, toes boards and anchor points as necessary for those who will be using the scaffold. Set out here are some guidance points that relate to fall protection while we are erecting our scaffolds.

The following are used by our scaffolders to reduce the risk of falling:

- The sequence of works as supplied by our designers and the manufacturers of the scaffold are always followed. This sequence of works is set out so as to reduce the risk of a fall.
- Mobile Elevated Work Platforms are used to erect scaffold wherever possible.
- Advance Guardrails are erected if MEWP are not feasible.
- Step up devices are used where the design allows for same.
- The scaffolders working platform is always boarded out.

#### **4.18 Using Hand/Power tools (installations at client premises, etc)**

##### **Hazards Identified:**

Accidental electrocution from exposed wires  
Personal injury from incorrect use  
Personal injury from inadequate maintenance

##### **Person at risk:**

Employees / Sub-Contractors / Visitors / Others

##### **RISK ASSESSMENT:**

| <b>Likelihood</b> | <b>Severity</b> | <b>Risk Value</b> |
|-------------------|-----------------|-------------------|
| Score =           | Score =         | Result =          |

##### **Checks before use on all Power and Portable tools:**

- Is the outside of the plug undamaged?
- Is the outside of the plug free from signs of overheating?
- Is the cable free from kinking and other mechanical damage?
- Is the same true of any extension cable and accessories?
- Is the cable securely clamped into the plug at one end and securely attached at the other?
- Is the casing of the tool free of obvious damage?
- Is there a label to say that the tool has been electrically tested within the past six months?

##### **GENERAL CONTROL MEASURES**

- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Training must be given to users of power tools by a competent person (Tool box talk).
- Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- Damaged power tools must be reported to Manager 1
- Don't use damaged, worn or dangerous tools;
- Always use the correct tool for the work being carried out.
- Inspect portable leads & extension leads before use, replace if damaged;
- Only use portable electrical equipment if powered through a 110 volt transformer;
- If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply;
- Sharpen or get cutting tools sharpened regularly;
- Keep hands behind the cutting edge of cutting tools;
- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;

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- DO NOT wear gloves when using portable drills;
- Keep cables tidy; don't leave cables lying on the ground;
- Quickly inspect tool before use -its cable, casing, power supply;
- Keep knives, chisels, screwdrivers and other sharp tools in safe places - not pockets;
- Don't allow cables to trail across route ways of personnel or machinery;
- Don't remove safety devices from tools or equipment;
- Unplug tools when not in use.

### **TOOL SPECIFIC CONTROLS**

When using drills.

- Always check the drill before plugging in.
- If the drill or lead is damaged it must be reported.
- Only competent persons can repair the drill.
- Always tie up or remove loose clothing, long hair, rings, and jewellery;
- Only use electric drills via a 110 volt transformer;
- Ensure that drill bits are regularly sharpened / replaced;
- Wear eye protection when drilling;
- Don't use electric drills with one hand use both hands;
- Use cloth or brush provided to clean off machine;
- Deburr drilled profile with a file or sandpaper, not by the bare hand;
- Keep work area clean;
- Never use bare hands for removing swarf or cut ends, wear gloves;
- Never operate the drill without the guarding in place;
- Remove the chuck key before starting.



#### 4.19 Mobile Elevated Working Platform (MEWP)

##### Hazards

- Falls over edges
- Items falling from platform
- Throwing waste material from platform etc.
- Overreaching
- Tripping Hazards in platform area
- Collapse of unit
- Falls through opes

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

##### CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences using a MEWP.
- Care must be taken when other contractors are present in the area
- Leave clear access and egress for other contractors on site to prevent slips / trips and falls
- MEWPS may only be operated by a person holding an appropriate skills card.
- Fall arrest equipment must be provided and used.
- All MEWPS must be inspected by a competent person before use and when first delivered to site.
- Before harness is issued to an operative employer must ensure that the operative has been trained in its Use and Inspection.
- Harnesses must be inspected visually on a monthly basis by a competent person and records of these inspection will be filed.
- Harnesses must be in good condition and worn correctly.
- All MEWP operators must hold a valid up to date ticket (CSCS) (CITB).
- MEWPs must be accompanied by statutory forms on delivery.
- Harnesses must be tested by a competent person and test certificates must filed for inspection reasons.
- MEWPs must be used on stable ground to avoid overturning.
- Controls must be guarded by a hoop to prevent accidental movement.

## 4.20 Lone Workers and Ladders

### Hazards

- Falls
- Injury and isolation

Person at risk:  
Employees

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

#### Lone working and ladders

Lone workers are defined as employees who work by themselves without close contact or direct supervision.

- No Installer should work alone in any area or location that would involve increased risk to their safety, e.g. in the delivery yard of a hotel where vehicles might hit a ladder, on a busy street or on a road.
- No Installer should work alone on portable ladders longer than 6 m.
- If you are working as part of a team carrying out installations across a large single site or Housing Estate, regular (hourly) checks should be made on any lone worker by a supervisor.
- If an Installer is dropped on a job to work solo, intervals between contacts should not exceed one hour.
- If an Installer is working solo for a full shift or day, a one-hour contact system should be established, e.g. mobile phone or radio.

## 4.21 Working outdoors and general health hazards

### HAZARDS

Sun, Rain, Ice, Wind, Etc.

Bio Hazard

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES AND ADVICE

- Wear warm or waterproof clothing in poor weather.
- Be aware of possibility of ice.
- Protect yourself from too much sun.
- Wear a hat and light-coloured long-sleeved shirts and trousers.
- Put on sunscreen before going out and re-apply it often.
- Wear sunglasses to protect your eyes.
- Stay cool in the heat.
- Drink LOTS of fluids.
- Alternate between water and sports drinks (isotonic fluids).

### Pay attention to signs of heat exhaustion –

Nausea, Dizziness, Headache, Blurred vision, Cold/wet (clammy) greyish skin or disorientation.

### Watch for signs of heat stroke

Chills, Irritability and restlessness, Convulsions or rapid shallow breathing, Disorientation or euphoria, Red face and skin, Dry skin, Fainting.

Get help if you think you have heat exhaustion or stroke.

- Get medical help.
- Get out of the heat.
- Lie on your back with your feet up.
- Cool down with the help of wet cloths, alcohol wipes or immersion into tepid water.
- Replenish fluids; drink water and sport drinks (isotonic fluids).
- Get rest. Recovery may take days.

## **General Health Hazards in Aerial or Dish Installation and associated works**

### ***Weil's disease (Leptospirosis)***

Stagnant Water in old gutters may contain rat urine capable of causing this life-threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Always wash your hands before eating, drinking or smoking. Cover cuts and broken skin with waterproof plasters. If you are working with parts of your body immersed in water, wear waterproof protective clothing. Never touch dead rodents with bare hands.

Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics, so contact your GP straight away.

### ***Tetanus***

The organism causing tetanus is widespread and can enter your body through cuts, abrasions or puncture wounds made by splinters and thorns. It is potentially fatal and immunisation before infection is the only certain way of dealing with the disease. Check with your doctor how often you need a booster.

## **CONTROL MEASURES**

Following the basic control measures below should protect employees from the various health hazards found on assessments.

- Wear gloves whenever handling old guttering and pipes..
- Ensure tetanus jabs are up to date. Otherwise, see your local GP for a tetanus vaccination if you have cut yourself on a plant or got soil or manure in an open wound.
- Protect from water-borne diseases such as Weil's disease by wearing waterproof gloves, clothing and boots when clearing out old gutters.
- Always wash your hands after outdoor work and especially before eating.
- Keep a hand sterilising gel available in case clean water is not available.

|  |                  |
|--|------------------|
|  | ABC Company      |
|  | Safety Statement |

**PART 5**

**ABC Company ANNUAL REPORT**

**PREVIEW**

**ABC COMPANY****ANNUAL REPORT****SAFETY STATEMENT**

The following is a report of progress with our Health and Safety Statement as required by the Safety Health and Welfare at Work Act 2005.

**SAFETY TRAINING:**

During the year, the following safety training courses were run:

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

**NEW SAFETY ARRANGEMENTS**

The following new safety arrangements were put in place during the year:

- 1
- 2
- 3

## Safety Statement Document Review

**ABC COMPANY**

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically and at least annually.

[illegible]

## Part 6 – Staff Sign Off.

**We the undersigned accept that:**

- **We have been shown the Safety Statement,**
- **We know where it is to be kept for review,**
- **We will adhere to all safety rules as set out by ABC Company**
- **We will not act in any way that could be harmful to ourselves or any other person.**

[illegible]



|  |                  |
|--|------------------|
|  | ABC Company      |
|  | Safety Statement |

**7. Appendix**

PREVIEW

|  |                                                                                      |
|--|--------------------------------------------------------------------------------------|
|  | <h1 style="margin: 0;">ABC Company</h1> <h2 style="margin: 0;">Safety Statement</h2> |
|--|--------------------------------------------------------------------------------------|

### A1 Accident Report Form

|                                   |                                                                                               |                             |  |
|-----------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------|--|
| <b>Location:</b>                  |                                                                                               | <b>Department/Division:</b> |  |
| <b>Date of Accident/Incident:</b> |                                                                                               | <b>Date of Review:</b>      |  |
| <b>Management present:</b>        |                                                                                               |                             |  |
|                                   |                                                                                               |                             |  |
| <b>Injured Party:</b>             |                                                                                               |                             |  |
|                                   |                                                                                               |                             |  |
| Nature of loss                    | Nature and extent of actual or potential loss to people, property, process or the environment |                             |  |
| Description                       | Description of the Accident/Incident (who, what, how, when)                                   |                             |  |
| Causes                            | Why did the Accident/Incident occur, (root, basic and immediate causes)?                      |                             |  |
| Recommendations                   | Action to prevent recurrence, responsibility & action by dates:                               |                             |  |
| Reporting                         | Distribution of investigation information organisation wide and statutory reporting / reply:  |                             |  |

## A2 Safety Inspection Sheet

[illegible]

|  |                  |
|--|------------------|
|  | ABC Company      |
|  | Safety Statement |

**A£ Staff Suggestion forms (Welfare and Concerns Register)**

**SECTION A: To be completed by staff member with suggestion**

**Staff Member Name:**\_\_\_\_\_ **Position:**\_\_\_\_\_  
**Date:**\_\_\_\_\_

**Details of Suggestion:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION B: to be completed by Manager 1**

**Action Taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:**\_\_\_\_\_  
**Date:**\_\_\_\_\_

PREVIEW

# ABC Company Safety Statement

## Method Statement

|                                                                           |       |                  |  |         |
|---------------------------------------------------------------------------|-------|------------------|--|---------|
| Contractor                                                                | Name: | Address:         |  | Tel:    |
|                                                                           |       |                  |  | E-mail: |
| Project/Installation Name                                                 |       |                  |  |         |
| Description of the Task/Activity                                          |       |                  |  |         |
| Site Address/Location:                                                    |       | Start Date/Time: |  |         |
|                                                                           |       | Finish Date/Time |  |         |
| Personnel Involved                                                        | Name  | Role/Trade       |  |         |
|                                                                           |       |                  |  |         |
|                                                                           |       |                  |  |         |
|                                                                           |       |                  |  |         |
|                                                                           |       |                  |  |         |
|                                                                           |       |                  |  |         |
|                                                                           |       |                  |  |         |
| Project/Installation Supervisor:                                          |       | Tel:             |  |         |
| Safety Officer for client if known.                                       |       | Tel:             |  |         |
| Key Plant & Tools Required for It installation i.e. cabinets, racks, etc. |       |                  |  |         |
| Other Essential Equipment: (i.e. access platforms, winches, ladders, etc) |       |                  |  |         |
| Specific Staff Training qualifications                                    |       |                  |  |         |

|                                                                                                      |                                                           |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Sequence of Operations:<br>(include sketches or extra pages at back of method statement if required) | 1.<br>2.<br>3.<br>4.<br>5.<br>6.<br>7.<br>8.<br>9.<br>10. |
| Temporary Supports and                                                                               | (if none, state none)                                     |

# ABC Company Safety Statement

|                                                                                                                       |                                                                                                    |                                                                                                 |                                                                                                     |                                                                                                           |                                                                                                        |                                                                                                                |                                                  |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>Props needed to facilitate the works:</b>                                                                          |                                                                                                    |                                                                                                 |                                                                                                     |                                                                                                           |                                                                                                        |                                                                                                                |                                                  |
| <b>Method of Access and Egress to the work area:</b>                                                                  | (i.e. Ladders/MEWPS/Scaffold/Trestles/Step Ladder, etc)                                            |                                                                                                 |                                                                                                     |                                                                                                           |                                                                                                        |                                                                                                                |                                                  |
| <b>Fall Protection Measures:</b><br>(Where work at height cannot be eliminated – consider both Personnel & Materials) | (i.e. Guard Rails/Toe Boards/Brick Guard/Safety Harnesses/Exclusion Zones, etc.)                   |                                                                                                 |                                                                                                     |                                                                                                           |                                                                                                        |                                                                                                                |                                                  |
| <b>Storage Arrangements for IT equipment left overnight, etc. during project:</b>                                     |                                                                                                    |                                                                                                 |                                                                                                     |                                                                                                           |                                                                                                        |                                                                                                                |                                                  |
| <b>Details of Permits to Work from client (if any):</b>                                                               |                                                                                                    |                                                                                                 |                                                                                                     |                                                                                                           |                                                                                                        |                                                                                                                |                                                  |
| <b>Required Personnel Protective Equipment:</b>                                                                       | <br>Safety Boots | <br>Hard Hats | <br>Safety Gloves | <br>Hearing Protection | <br>Eye Protection | <br>Respiratory Protection | <b>Other:</b><br>1. Hi-Viz<br>2. Coveralls<br>3. |
| <b>Emergency Procedures:</b>                                                                                          |                                                                                                    |                                                                                                 |                                                                                                     |                                                                                                           |                                                                                                        |                                                                                                                |                                                  |
|  <b>First Aid Facilities:</b>       | <b>Name of Client or main contractor On-Site First Aider:</b>                                      |                                                                                                 |                                                                                                     |                                                                                                           |                                                                                                        |                                                                                                                |                                                  |
|                                                                                                                       | <b>First Aid Box Location:</b>                                                                     |                                                                                                 |                                                                                                     |                                                                                                           |                                                                                                        |                                                                                                                |                                                  |
|                                                                                                                       | <b>Location of Nearest Hospital:</b>                                                               |                                                                                                 |                                                                                                     |                                                                                                           |                                                                                                        |                                                                                                                |                                                  |
| <b>Welfare Requirements (toilets, drinking water, etc.)</b>                                                           |                                                                                                    |                                                                                                 |                                                                                                     |                                                                                                           |                                                                                                        |                                                                                                                |                                                  |
| <b>Services to be supplied by Others (Electricians for power, etc.)</b>                                               |                                                                                                    |                                                                                                 |                                                                                                     |                                                                                                           |                                                                                                        |                                                                                                                |                                                  |
| <b>Other information &amp; Comments</b>                                                                               |                                                                                                    |                                                                                                 |                                                                                                     |                                                                                                           |                                                                                                        |                                                                                                                |                                                  |

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

Prepared by:  
Position:  
Reviewed by:  
Position:

Date:

Date:

|  |                  |
|--|------------------|
|  | ABC Company      |
|  | Safety Statement |

| Items Attached:             | Yes                      | No                       |
|-----------------------------|--------------------------|--------------------------|
| Sketches                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Certification of Plant etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| Programme of Work           | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk Assessments            | <input type="checkbox"/> | <input type="checkbox"/> |

| Method Statement Briefing Record |                               |
|----------------------------------|-------------------------------|
| 1                                | Method Statement Title        |
| 2                                | Method Statement Number       |
| 3                                | Method Statement Version      |
| 4                                | Method Statement Date         |
| 5                                | Method Statement Author       |
| 6                                | Method Statement Reviewer     |
| 7                                | Method Statement Approval     |
| 8                                | Method Statement Status       |
| 9                                | Method Statement Description  |
| 10                               | Method Statement Details      |
| 11                               | Method Statement Notes        |
| 12                               | Method Statement Comments     |
| 13                               | Method Statement History      |
| 14                               | Method Statement Attachments  |
| 15                               | Method Statement Distribution |
| 16                               | Method Statement Training     |
| 17                               | Method Statement Monitoring   |
| 18                               | Method Statement Evaluation   |
| 19                               | Method Statement Improvement  |
| 20                               | Method Statement Closure      |

Briefing delivered by:

Position:

Date:

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

[illegible]

## **PART 8 Related Policies**

### **8.1 ABC Company Environmental Policy**

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by its influence over others. We will strive for continual improvement in this area and take all reasonable measures to ensure our activities do not cause pollution.

We will at all times comply with the law in the ROI and with local bye laws in so far as they apply to the Environment. When setting performance targets for the company we will include measurable environmental targets and objectives.

The objective of this policy will be to identify our activities, analyse our environmental aspects and minimise the environmental impact of all operations.

All company personnel are trained on the environmental policy and strategy and its importance in mitigating and improving the company's environmental performance.

Measurable targets and objectives can be identified under:

- Consideration being given to substitution of polluting substances with "greener" alternatives wherever possible.
- Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.
- All waste disposals shall be carried out by registered carriers and removed to registered disposal sites.
- Documentation shall be held to demonstrate compliance with this.
- Wherever possible waste shall be recycled, reclaimed or reused.
- Liquid pollutants will not be allowed to enter watercourses.
- All liquid storage will be bunded wherever there is a risk.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

This policy will be made available to the Public.



## **8.2 ABC Company Equality Policy**

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.